

How to find QPA pricing in the PeopleSoft catalog when an item has multiple Units of Measure (paper for example)

Due to changes in Unit of Measures are now being used for inventory for some agencies IDOA Procurement has and will be making necessary changes to items to show UOM at the lowest usable unit.. Many items will be changing and users will need to be cautious when placing orders for those items. For example, when ordering paper from the ePro catalog you will need to follow the below instructions. These instructions should be applied to any order that is set up with multiple UOMs. Keep in mind that the QPA unit of measure must be used when ordering from the vendor. Other units of measure are for use in inventory.

Step 1:

You will search for the paper type you need in the same manner as you always have. Once you have found the appropriate paper type and vendor you will notice that most of the vendors will show the paper in a Unit of Measure (UOM) of Sheet. You will also see that there might not be a per item price attached to the UOM. This is because the price per sheet is less than a cent. You will not order from this screen, you will go to the next step to order your paper.

The screenshot shows the 'Create Requisition' page in Microsoft Internet Explorer. The browser address bar shows the URL: <https://financial.gmis.in.gov/pspp/psprd/EMPLOYEE/ERP/c/PV...>. The page header includes the 'INDIANA' logo and navigation links: Home, Worklist, Add to Favorites, Sign out.

The search results section displays a list of items. A large white arrow points to the 'Add Item' button, and a smaller white arrow points to the 'Qty to Add' field.

Item Description	Price	UOM	Qty to Add	Location
Paper, 20# Recycled White 8-1/2x11 Manufacturer: HAMMERMILL Vendor: SHAUGHNESSY-KNIEP-HAWE PAPER C Item ID: 000000000100022109	0.01 USD Sheet	Sheet	<input type="text"/>	000001
Paper, 20# Recycled White 8-1/2x11 Manufacturer: AMERICAN P Vendor: OFFICE DEPOT Item ID: 000000000100022109	USD Sheet	Sheet	<input type="text"/>	000004
Paper, 20# Recycled White 8-1/2x11 Manufacturer: BOISE PAPE Vendor: OFFICE MAX Item ID: 000000000100022109	USD Sheet	Sheet	<input type="text"/>	000001
Paper, 20# Recycled White 8-1/2x11 Manufacturer: CENTRALPRI Vendor: INDIANA DEPARTMENT OF ADMINISTRATION	4.84 USD Thousand	Thousand	<input type="text"/>	000001

Step 2:

At the search screen below you will click on the description link to find a listing of all UOMs for that vendor and item combination.

Create Requisition - Microsoft Internet Explorer

Address: https://financial.gmis.in.gov/psp/fspdr/EMPLOYEE/ERP/c/pv_

INDIANA

Home | Worklist | Add to Favorites | Sign out

Search

[Basic Search](#) [Search Settings](#) [Search Tips](#)

Your Search returned the list of items below:

Sort Items: Preferred Vendor

Show Items from:

First 1 - of 6 Last

Item Results	Price:	Qty to Add:
Paper,20# Recycled White 8-1/2x11 Manufacturer: HAMMERMILL Vendor: SHAUGHNESSY-KNIEP-HAWE PAPER Item ID: 000000000100022109	0.01 USD Sheet OC1120R 86700	<input type="text"/> <input type="button" value="+"/> <input type="button" value="Compare"/>
Paper,20# Recycled White 8-1/2x11 Manufacturer: AMERICAN P Vendor: DEPOT Item ID: 00000100022109	USD Sheet OC1120R 940650	<input type="text"/> <input type="button" value="+"/> <input type="button" value="Compare"/>
Paper,20# Recycled White 8-1/2x11 Manufacturer: E PAPE Vendor: E MAX Item ID: 000000000100022109	USD Sheet OC1120R P1054901CTN	<input type="text"/> <input type="button" value="+"/> <input type="button" value="Compare"/>
Paper,20# Recycled White 8-1/2x11 Manufacturer: CENTRALPRI Vendor: INDIANA DEPARTMENT OF ADMINISTRATION	4.84 USD Thousand OC1120R	<input type="text"/> <input type="button" value="+"/> <input type="button" value="Compare"/>

Done

Start | Inbo... | Win... | Doc... | Crea... | Doc... | RE: ... | RE: ...

Internet

8:45 AM

Step 3:

The following screen you will see both per sheet and per T3 item and pricing. This screen will allow you to order paper by T3s. You will place the quantity in the Qty. column and click the green + to add it to your shopping cart. At this point you will be able to complete your processing like normal.

Requisitions - Microsoft Internet Explorer

Address: https://financial.gmis.in.gov/psc/fspdrd/EMPLOYEE/ERP/c/PV_

Item Description

Paper,20#,Recycled,White,8-1/2x11

No Picture is Available for This Item

Item ID: 000000000100022109

Standard Price:

Category: Printer or copier paper

Catalog ID: ALL_ITEMS_UNSPSC

Unit of Measure: ST

Vendor	Location	Vnd Itm ID	Price	Manufacturer	Mfg Itm ID	Contract	Unit	Conv. Rate	Qty	Add Item
SHAUGHNESSY-KNIEP-HAWE PAPER...	000001	86700	0.00 USD	HAMMERMILL GREAT WHITE	86700	00000000000000000000000009768	Sheet	1.00	<input type="text"/>	<input data-bbox="1214 772 1239 804" type="button" value="+"/>
SHAUGHNESSY-KNIEP-HAWE PAPER...	000001	86700	5.00 USD	HAMMERMILL GREAT WHITE	86700	00000000000000000000000009768	Thousand	1000.00	<input type="text"/>	<input data-bbox="1214 825 1239 856" type="button" value="+"/>
OFFICE DEPOT	000004	940650	0.00 USD	AMERICAN PRODUCT	OC1120R	00000000000000000000000009799	Sheet	1.00	<input type="text"/>	<input data-bbox="1214 877 1239 909" type="button" value="+"/>
OFFICE DEPOT	000004	940650	4.58 USD	AMERICAN PRODUCT	OC1120R	00000000000000000000000009799	Thousand	1000.00	<input type="text"/>	<input data-bbox="1214 930 1239 961" type="button" value="+"/>
OFFICE MAX	000001	P1054901CTN	0.00 USD	BOISE PAPER	P1054901CTN	00000000000000000000000009828	Sheet	1.00	<input type="text"/>	<input data-bbox="1214 982 1239 1014" type="button" value="+"/>
OFFICE MAX	000001	P1054901CTN	4.72 USD	BOISE PAPER	P1054901CTN	00000000000000000000000009828	Thousand	1000.00	<input type="text"/>	<input data-bbox="1214 1035 1239 1066" type="button" value="+"/>
INDIANA DEPARTMENT OF ADMINI...	000001		0.00 USD	CENTRAL PRINTING	CENTRAL PRINTING		Sheet	1.00	<input type="text"/>	<input data-bbox="1214 1087 1239 1119" type="button" value="+"/>
INDIANA DEPARTMENT OF ADMINI...	000001		4.84 USD	CENTRAL PRINTING	CENTRAL PRINTING		Thousand	1000.00	<input type="text"/>	<input data-bbox="1214 1140 1239 1171" type="button" value="+"/>
MILLCRAFT PAPER	000001	RH37	0.00 USD	HAMMERMILL GREAT WHITE	67701	00000000000000000000000009767	Sheet	1.00	<input type="text"/>	<input data-bbox="1214 1192 1239 1224" type="button" value="+"/>
MILLCRAFT PAPER	000001	RH37	5.40 USD	HAMMERMILL GREAT WHITE	67701	00000000000000000000000009767	Thousand	1000.00	<input type="text"/>	<input data-bbox="1214 1245 1239 1276" type="button" value="+"/>
NOVUS PAPER &	000001	222222	0.00 USD	NOVUS PAPER	222222	00000000000000000000000009768	Sheet	1.00	<input type="text"/>	<input data-bbox="1214 1297 1239 1329" type="button" value="+"/>

